

DEPARTMENT OF  
CONSERVATION

Recycling



# COMMUNITY CONSERVATION CORPS

*Updated Grant Guidelines  
for Recycling, Litter Abatement  
and other  
Related Activities*

January 2000

2000-2001

## TABLE OF CONTENTS

	Page
Introduction	2
Important Dates to Note	3
Grant Application Period and Funding Level	3
Eligibility Criteria	4
Included Beverages	5
Eligible Project Activities	5
Excluded Beverages	6
Ineligible Project Activities	6
Internship Requirements	7
Grant Proposal/Element Preparation Procedure	7
Instructions	7
Mailing	8
Deadline	8
Proposal Format and Content	8
Element Budget	12
Element Implementation Schedule	13
Proposal Element Evaluation and Scoring	14
Productivity Measures	15
Grant Funding Methodology	16
Conditions of Preliminary Base Funding	16
Preliminary Base Funding Allocation	16
Reductions to Preliminary Base Funding Allocation	17
Past Performance Deficiencies	17
Pre-Audit Review	18
Minimum Standards	18
1. Proposal and Format Deficiencies	18
2. Element Deficiencies	18
Summary of Net Base Funding Allocation	19
COLA Allocation	19
Competitive Funding Pool	19
Administration of Grant Funds	19
Advances	20
Element Authorizations	21
Definitions	22

## EXHIBITS

A)	Grant Application Cover Page	E-1
B)	Proposed Annual Budget	E-2
C)	Projected Funding	E-3
D)	Element Specific Budgets	E-4
E)	Detailed Summary Budget - Provisional Rate	E-5
F)	Indirect Cost Pool	E-6
G)	Request For Internship Approval	E-7
H)	Example Element Authorization	E-8 a,b
I)	Conservation Corps Vehicle Inventory and Workload Review	E-9

## TABLES

1.	Declining Base Allocation	T-1
2.	Example of The Objective Allocation of Beverage Container Net Base Fund plus Final Competitive Funding Pool	T-2

## CHARTS

1.	Calculation of Preliminary Base Allocation	C-1
2.	Calculation of Competitive Pool	C-2
3.	Scoring and Allocation Protocol	C-3

## ADDENDUM

Accounting Requirements	A-1
Scoring System	A-2

## INTRODUCTION

The following guidelines provide the information needed for certified Community Conservation Corps (Corps) to apply for grants from the Department of Conservation (Department), Division of Recycling (Division), for litter abatement and recycling activities. These guidelines describe who may apply, how to apply, and the activities eligible for funding. They also include the proposal format and two addenda (one on the accounting requirements and one on the scoring system).

## **IMPORTANT DATES TO NOTE**

January 5, 2000	2000/01 Grant Guidelines Released
January 11, 2000	Corps Evaluation Committee Site Visits Begin
March 2, 2000	Proposals Due No Later Than 5:00 p.m.
June 1, 2000	Anticipated Notice of Grant Awards
June 15, 2000	Element Authorizations Due No Later Than 5:00 p.m.
July 1, 2000	Anticipated Grant Effective Date
September 30, 2001	2000/01 Grant Agreements Terminate

## **2000/01 GRANT GUIDELINES**

Pursuant to Public Resources Code, Division 12.1, Chapter 7, Section 14581 (a) (3) (A), the Department of Conservation (Department) will annually award grants to certified Community Conservation Corps (Corps) for beverage container litter reduction programs and recycling programs.

The goal of the Department's recycling program is to reach and maintain an 80 percent recycling rate for all California Refund Value (CRV) beverage containers (including aluminum, glass, plastic, and bi-metal containers). The Department is looking for projects that will significantly increase the collection of CRV beverage containers, especially the 20-oz. single-serve plastic container.

This year the Community Conservation Corps funding will be increased to \$15 million, as a result of SB 332. The Corps will receive a preliminary base allocation consisting of 70 percent of the average of their grants for cycles 9 -12, or 70 percent of the cycle 12 grant for Corps which have been eligible for less than four grant cycles, plus an augmentation of \$427,550 for each Corps (See Table One).

The 2000/01 Corps Grant Guidelines are subject to change according to the Department's policy.

Site visit reviews by the Evaluation Committee will be part of the grant funding process for 2000/01 fiscal year. Site visits have been scheduled for January and February 2000. Grant Managers will contact each Corps to confirm the date and time for the site visit.

## **GRANT APPLICATION PERIOD AND FUNDING LEVEL**

The Department will annually award grants for litter abatement, recycling, and related activities to certified Corps. The annual funding allocation beginning with the 2000/01 fiscal year will be \$15 million. Grant awards shall not comprise more than 75 percent of the annual budget of a Corps [Public Resources Code 14581 (a) (3) (B)].

## **ELIGIBILITY CRITERIA**

To be eligible to receive grant funds from the Department, a Corps must be certified by March 1, 2000, as meeting the certification criteria developed by the California Conservation Corps (CCC).

The CCC's March 2000, certification reports will be used to determine the Corps' eligibility to receive grant funds.

Failure to meet CCC's certification requirements at any point during the grant term may jeopardize certification status and the Corps' continued grant funding.

Only Corps certified with a corpsmember (CM) population of 50 or more are eligible to apply for funds. They must also meet the following requirements:

1. The Corps must be designated by a city or city and county to perform litter abatement, recycling, and related activities; and, the city or the city and county must have a population, as determined by the most recent census, of more than 250,000 persons; or,
2. The Corps must be designated by a county to perform litter abatement, recycling, and related activities and be certified by the CCC that they have been operating for a minimum of two years and meet all other criteria of Section 14507.5 of the California Beverage Container Recycling and Litter Reduction Act.

If a Corps has not been previously funded by the Department, a pre-audit must be performed. The pre-audit will be conducted prior to the next grant cycle in a format similar to a program site review that is performed annually for previously funded certified Corps.

The Corps must be certified by the Department as a community service program and/or other programs as projects dictate (i.e. curbside) and certified by the California Conservation Corps (CCC) as eligible to receive Department funds during the entire Grant term. Failure to meet either certification requirements at any point during the Grant term may jeopardize continued grant funding.

## INCLUDED BEVERAGES

As a result of SB 332, the following beverage types sold in aluminum, glass, plastic, and bimetal beverage containers are included in the program:

- ❖ Beer and other malt beverages.
- ❖ Wine and distilled spirit coolers.
- ❖ Carbonated water, including soda and carbonated mineral water.
- ❖ Noncarbonated water, including noncarbonated mineral water.
- ❖ Carbonated soft drinks.
- ❖ Noncarbonated soft drinks and "sport" drinks.
- ❖ Noncarbonated fruit drinks that contain any percentage of fruit juice.
- ❖ Coffee and tea drinks.
- ❖ Carbonated fruit drinks.

## ELIGIBLE PROJECT ACTIVITIES

The project(s) must have a major emphasis on recycling and/or litter abatement and must involve the collection of aluminum, glass, plastic and bimetal. Project activities that are eligible for grant funds include, but are not limited to:

- ❖ Projects focusing on the collection of beverage containers from any public or private venues including public areas, residential communities, tourism and recreation areas, or commercial properties.
- ❖ Community outreach projects promoting beverage container recycling including adult, youth, or family special events, and conferences.
- ❖ Education projects to promote/encourage youth activism in beverage container collection and recycling. Other projects include youth education, and development of recycling projects in schools or with youth organizations, classroom presentations, assemblies and recycling presentations to the public. Development of recycling education curriculum will not be funded.
- ❖ Economic development including research of new processing and end-use technologies that add value to California's recycled beverage container materials and create long-term job development.
- ❖ Assist municipalities and other nonprofit groups with curbside and other beverage container recycling programs including promotion, distribution of collection containers, surveys, etc.
- ❖ Internships.
- ❖ "Adopt-A-Beach" or waterway (e.g. creeks and rivers) litter abatement and beverage container recycling programs.

- ❖ Beautification linked to litter abatement and beverage container recycling including publicly owned areas (e.g. alleyway cleanups, vacant lots, and median strip litter reduction projects).
- ❖ Projects promoting innovative ways to recycle single-serve beverage containers away from home.
- ❖ Projects determining the composition of roadside or community beverage container litter, with an emphasis on tracking the 20-ounce plastic beverage container (baseline data).
- ❖ Projects analyzing where single-serve beverage containers are purchased, and what consumers do with their single-serve container when away from home (baseline data).

### ***EXCLUDED BEVERAGES***

As a result of SB 332, the following beverages are excluded from the program:

- ❖ Beverages sold in a container that is not aluminum, glass, plastic, or bimetal.
- ❖ Wine, or wine from which alcohol has been removed, in whole or in part, whether or not sparkling or carbonated.
- ❖ Milk.
- ❖ Medical food.
- ❖ Infant formula.
- ❖ 100 percent fruit juice in containers that are 46 ounces or more in volume.
- ❖ Distilled spirits.

### **INELIGIBLE PROJECT ACTIVITIES**

Project activities that are not eligible for grant funds include, but are not limited to:

- ❖ Used-tire recycling projects.
- ❖ Graffiti removal only.
- ❖ Composting projects only.
- ❖ Cleanup and beautification of private property (excluding right-of-ways).
- ❖ Development of Recycling Education Curriculum.

## **INTERNSHIP REQUIREMENTS**

The purpose of all internships funded by the Department shall be to provide corpsmembers with the opportunity to develop new skills in a work environment outside of the Corps. Through internships, corpsmembers will be encouraged to work independently. All corpsmembers participating in an internship will be provided with additional opportunities for both academic and work skills training in recycling, waste management, and other environmental occupations, thereby increasing the corpsmembers' marketability.

A Request For Internship Approval (Exhibit G) must be submitted for each individual internship identified in a proposal. A justification for each individual internship must be submitted, as part of Exhibit G, and this justification cannot exceed one page. All internships funded by the Department must have prior written approval from the Division's Grant Manager before interns are allowed to perform work for a sponsor. If funding for internships is requested, the Request for Internship Approval must also be submitted with the Element Authorization for this element in order to secure approval for any internship position.

The major emphasis of all internships funded by the Department shall be recycling or litter abatement. Internships may include activities addressing waste management issues and environmental principles. The Department will not fund internships that do not meet these requirements.

## **GRANT PROPOSAL/ELEMENT PREPARATION PROCEDURES**

### **INSTRUCTIONS**

Before preparing your proposal, be sure to refer to the section entitled Proposal Format and Content. In order to facilitate the review process, use only the format described in these guidelines. Drawings, photographs, other descriptive material and written evidence describing the success of any community partnerships should be attached, whenever possible, to support the proposal.

An original and eight copies of the proposal and supporting data must be submitted. Typewritten proposals are required. All material submitted will become the property of the Department. It is, therefore, suggested that applicants keep a copy of their proposal, as well as a copy of these Grant Guidelines, for future reference. The entire proposal, excluding attachments and exhibits, must not exceed 30 pages (15 double-sided printed sheets of paper).

Applicants may be required to make an oral presentation on their individual proposals and should be prepared to respond to questions from the Department.



Each proposal will be reviewed to ensure that the proposed funding requested is consistent with the intent of the Act.

## **MAILING**

Facsimile copies of proposals will not be accepted. Proposals must be mailed or delivered to:

Department of Conservation  
Division of Recycling  
Local Conservation Corps Section  
801 K Street, MS 18-55  
Sacramento, CA 95814

## **DEADLINE**

The deadline for receiving proposals is 5:00 p.m., Thursday, March 2, 2000. The Department has the prerogative to accept only a portion of any proposal. Therefore, individual elements may be fully funded, partially funded, or not funded at all.

## **PROPOSAL FORMAT AND CONTENT**

The proposal must be clearly presented and completed as required in the guidelines, including adherence to all specified deadlines.

Failure to include any part of the requested material may result in the rejection of a proposal. Each individual Corps' proposal must include the following:

1. A Cover Letter from the Board of Directors endorsing the proposal.
2. A Cover Sheet with location of applicant and those responsible for project completion.
3. A Table of Contents must be included and each page of the proposal must be numbered separately.
4. No more than 30 pages (15 double sided), excluding attachments and exhibits.
5. The proposal must be submitted by the final filing date and time.

6. Introduction.

- A. An overview of the local Corps' history with emphasis on its history of beverage container recycling and litter abatement
- B. A brief history of the local Corps' programs, including types of projects implemented in the previous 12 months and geographic areas served.
- C. A brief discussion of improvements or expansions to the local recycling infrastructure.

7. Proposed 2000/01 Workplan.

A. Statement of Need.

- 1. Describe the specific recycling and resource conservation needs of the community that the local Corps will meet.
- 2. Describe the specific needs of the young people who will be carrying out the recycling activities.

B. Goals.

- 1. Describe the local Corps' specific goals for this funding cycle.
- 2. Explain how the goals will address the local needs stated above.

C. Services.

- 1. Briefly describe the proposed projects, including descriptions of any major changes in programming from the previous year.
- 2. Provide a list of measurable outcomes that the proposed projects will achieve.
- 3. Briefly describe the Corps' involvement in beverage container collection at large public or private venues, other public areas, residential communities or commercial properties.

D. Corpsmember Development.

Briefly describe how the Corps creates and measures corpsmember development and how that development impacts their communities. This should include information about GED, diplomas, grade advancement, language skills, competencies, etc.

#### E. Funding Narrative.

Provide an overview of the current funding status. Include a discussion of the proposed budgets for the elements and any proposed plans for leveraging non-DOC funds.

#### F. Cost Effectiveness.

1. Describe the cost effectiveness of Department funding for the program.
2. Describe the usefulness of such factors as:
  - a) volunteer participation.
  - b) existing systemic and physical infrastructure of the local Corps.
  - c) use of existing materials, curriculum, etc.
3. Describe the community partnerships developed or to be developed by the local Corps. How do these partnerships enhance the recycling goals of the local Corps?

#### 8. Budget.

The proposal and specific element proposal budget must be consistent with Exhibits "D" and "E" and all Exhibits must conform to the Department format.

#### 9. Element Proposals.

Each Corps will submit a proposal using "elements" to distinguish the major components of their program. The element must include:

- A. Overview of the proposed element. The overview must briefly describe a comprehensive and efficient recycling collection program with emphasis on recycling, litter abatement, and beverage container types included in the project. If applicable, describe the role of non-departmental sponsors.
- B. Statement of need, objectives, and methods must:
  1. Describe the unmet needs of the community and the corpsmembers and how they relate to recycling, litter abatement and beverage container recycling.

2. Address the size and scope (using statistical, quantitative or qualitative evidence) of the needs of the community and the corpsmembers as they relate to beverage container recycling and litter reduction.
  3. Describe how the Corps plans on responding to those needs without duplicating or competing with existing recycling services.
  4. Describe the objectives for serving the needs of the community and the corpsmembers.
  5. Describe the methods the Corps proposes to use to meet these objectives.
- C. Evaluation method. The evaluation method must describe what measures of success will be used, how those measures relate to the Department's policy, the objectives and needs, and how they assist in the evaluation of the element. If it is a continuing element or an expansion, then facts, figures, and observations should be included to substantiate previous success.
- D. Productivity measures. Corps need to choose productivity measures that are consistent with their local needs, corpsmember development, program design and Department policy goals. A minimum of four measures per element must be identified (examples listed on page 15). Corps may choose to use other productivity measures, but in all cases must justify the appropriateness of the measure.
- E. Productivity milestones. A productivity milestone measures a task or event that is targeted to occur on or within a specific time period. Productivity milestones must be listed on the Element Implementation Schedule. A minimum of four productivity milestones must be identified for each quarter.
- F. Budget narrative. The budget narrative must review and discuss the judiciousness of the budget, the level of funding provided by other funding sources and the level of funding used for project implementation (corpsmember hours, supervisor hours, equipment, and operating expenses).

The budgets of the total proposal and the elements are based on the net base allocation and the requested competitive allocation. The following budget illustrates how a Corps might display a budget combining their net base allocation with their competitive fund goals.

## ELEMENT BUDGET

	DOC Request	Leveraged/ Match Funds	Total Element Budget
Personnel Expenses/ Operating Expenses Number of CM Hours @ \$X.XX/ Hour			
Equipment			
Total Element Budget			
Proposed Net Base Funds			
Requested Competitive Funds			
TOTAL			

All equipment must be fully justified for vehicle purchases; Corps must submit a vehicle inventory and workload review (See Exhibit I). If the vehicle is to replace a current vehicle, full disclosure of miles, all repairs, and maintenance costs for the past two years is required. Equipment justifications are to be attached to the proposal.

## ELEMENT IMPLEMENTATION SCHEDULE

Start Date: July 1, 2000 End Date: June 30, 2001

Productivity Milestones: (A minimum of four productivity milestones per quarter are required to monitor progress.)

Projected Productivity Milestone	Completion Date
1. <i>Increase beverage container recycling accounts to 75</i>	<i>8/01/2000</i>
2. <i>L.A. River cleanup special event</i>	<i>10/31/2000</i>
3. <i>Increase tonnage of litter collected from 10 tons to 20 tons</i>	<i>5/29/2001</i>
4. <i>Five additional corpsmembers will receive their GED</i>	<i>6/30/2001</i>
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	

Examples of Productivity Milestones are in *italics*

## PROPOSAL ELEMENT EVALUATION AND SCORING

The Corps may propose to fund any element based solely on anticipated competitive funds or solely from base funding. If the Corps has determined that it can perform an element using only base funds, that element is not rated in the competitive scoring protocol. If an element is entirely funded with proposed competitive funds, it must be scored along with all other competitive requests. Failure to attain a good score could result in insufficient funds for an element, and, therefore, may result in the Corps inability to perform the element.

All element proposals shall be evaluated and scored based on the following criteria:

1. How is the proposal consistent with the policy directions published by the Department of Conservation?
2. How does the proposal demonstrate a major emphasis in recycling or litter abatement and are all beverage container types involved? In what way does the proposal describe a comprehensive and efficient recycling program?
3. Does each element contain at least four productivity measures? Does the proposal contain a productivity measurement for corpsmember development? How are these measures consistent with the policy direction of the Department? How are the measures supportive and consistent with the Corps' local community recycling plan and local needs? How do the objectives respond to local needs without duplicating or competing with existing recycling services? In what way are the methods proposed for achievement of the objectives feasible and efficient?
4. How does the proposal provide opportunities for the leveraging of non-Department funds to support the goals of the Department of Conservation?
5. How does the proposal create benefits to corpsmembers and their communities?
6. Is the proposed budget reasonable? Are there other funding sources? Is the funding allocated specifically for project implementation (e.g. corpsmembers hours, supervisor hours, equipment, and operating expenses)?
7. Does the proposal include improvements or expansion to the local recycling infrastructure?

## **PRODUCTIVITY MEASURES**

### **Recycling**

- ❖ Number of recycling accounts.
- ❖ Number and types of beverage containers per account.
- ❖ Revenue per account.
- ❖ Number of collection points.
- ❖ Geographically underserved or unserved areas now served by the Corps.
- ❖ Number of corpsmembers, K-12 student participants and/or other school aged youth exposed to Corps-sponsored recycling education programs.
- ❖ Number of hours of recycling education provided to corpsmembers and/or K-12 student participants.
- ❖ Other relevant outcomes as may be proposed and supported by the Corps.

### **Litter Abatement**

- ❖ Square miles or acreage.
- ❖ Litter tonnage abated.
- ❖ Probable annual public use of abated areas.
- ❖ Beautification of neglected areas involving K-12 student participants, corpsmembers and/or volunteers as measured by tonnage and type of litter abated (area sensitivity and square footage of abated areas should be reported).

## **EDUCATIONAL ADVANCEMENT OF CM'S AND K-12 STUDENT PARTICIPANTS INVOLVED IN THE RECYCLING PROGRAM (AT LEAST ONE MEASURE MUST BE INCLUDED IN ALL PROPOSALS).**

- ❖ Educational awards (e.g. GED/HS Diplomas or grade gains).
- ❖ Community College courses completed.



- ❖ Improvement in school performance of K-12 grade student participants as measured by GPA, mastery of skills, student work samples, overall school success, teacher observation, pre and post surveys, and/or internal and external evaluation.
- ❖ Other educational or employment goals.

## **GRANT FUNDING METHODOLOGY**

The grant funding methodology distributes the funds to qualifying Corps, who submit proposals according to Department guidelines.

Department will divide the annual allocation into two initial pools. The Preliminary Base Funding Pool is calculated using a formula based on prior funding grants. The Competitive Funding Pool is set aside for DOR staff to determine allocations based on Department policy and element proposal scores.

## **CONDITIONS OF PRELIMINARY BASE FUNDING**

The Corps must be certified by the CCC and must maintain its certified status.

The Corps must be certified by the Department as a community service program and/or other programs as projects dictate (i.e. curbside) and certified by the CCC as eligible to receive Department funds during the entire Grant term. Failure to meet either certification requirements at any point during the Grant term may jeopardize continued grant funding.

## **PRELIMINARY BASE FUNDING ALLOCATION**

The preliminary base funding allocation will be reduced according to the schedule described in (Table One). All reductions from the preliminary base funding allocation are allocated to the competitive funding pool. The reduction method and rate of decline will be reviewed by the Department and California Association of Local Conservation Corps (CALCC) in 2001.

In fiscal year 2000/01, each Corps will receive a Preliminary Base Funding Allocation consisting of 70 percent of the average of its grants for cycles 9-12, or 70 percent of the cycle 12 grant for Corps which have been eligible for less than four grant cycles, plus an augmentation of \$427,000 added to each Corps' Preliminary Base, as a result of SB 332.

## **REDUCTIONS TO PRELIMINARY BASE FUNDING ALLOCATION**

The Corps' preliminary base funding allocation shall be reduced to a net base funding allocation based upon scores received for past performance, proposal format, and element deficiencies. The preliminary base funding allocation shall be reduced up to a maximum of ten percent based on an objective scoring system for past performance. These scores will be calculated for the previous fiscal year funding cycle.

### **PAST PERFORMANCE DEFICIENCIES**

The scoring of past performance deficiencies shall be based upon the information compiled from the following (see page A-2, Scoring System):

- ❖ Milestone achievements.
- ❖ Timely budget reconciliations.
- ❖ Monthly status reports.
- ❖ Annual and quarterly site reviews.

The preliminary base funding allocation shall be reduced according to the following schedule (see page C- 1, Calculation of Preliminary Base Allocation):

- ❖ A score equaling 4 or better - no reduction.
- ❖ A score equaling 3.5 - 3.9 - 2.5% reduction.
- ❖ A score equaling 3.0 - 3.4 - 5.0% reduction.
- ❖ A score equaling 2.5 - 2.9 - 7.5% reduction.
- ❖ A score equaling 0.0 - 2.4 - 10.0% reduction.

The total range of the past performance score is one through five. The element review rating is the sum of seven scoring criteria (7 criteria x 5 possible points = 35 possible points). The total range of the element review score is one through 35. The total score for each element is the sum of the past performance score and the proposal element review score. The total maximum score for any one element is 40 (sum + 5 = total score).

## **PRE-AUDIT REVIEW**

The past performance review for a local Corps not previously receiving a grant through the Department's grant program will be based on the following:

1. A pre-audit by the Division conducted prior to the next grant cycle in a format similar to a program site review that is performed annually for previously funded certified Corps.
2. A reference from two entities which have funded the Corps within the past two years (the references must evaluate the Corps performance in operations, budgets, and monthly status reports).
3. A reference from the CCC (the reference must include the certification review report).

## **MINIMUM STANDARDS**

A Corps' preliminary base allocation will also be reduced if the proposal format and/or individual Elements do not meet the minimum standards as defined in the Grant Guidelines. The minimum standards will be evaluated during the review of the proposal. The preliminary base funding allocation shall be reduced 2.5 percent for any proposal format deficiencies and 2.5 percent for any element deficiencies.

### **1. PROPOSAL AND FORMAT DEFICIENCIES -- 2.5 PERCENT REDUCTION**

The proposal format deficiencies shall be defined as:

- ❖ No Cover Letter from Board of Directors endorsing the proposal.
- ❖ No Cover Sheet.
- ❖ No Table of Contents.
- ❖ More than 30 pages excluding attachments and exhibits.
- ❖ Submitted after the final filing date.

### **2. ELEMENT DEFICIENCIES -- 2.5 PERCENT REDUCTION PER ELEMENT**

An element deficiency shall be defined as:

- ❖ A project that has no major emphasis on recycling or litter abatement.
- ❖ An element that does not sufficiently describe the project(s).

- ❖ An element that does not contain a minimum of four productivity measures.
- ❖ An element whose budget does not conform to the format provided in the Grant Guidelines and is not consistent with Exhibits D & E.
- ❖ An element that has not included a minimum of four productivity milestones per quarter in the implementation schedule.

A Corps' preliminary base will be reduced for the aggregate of all proposal format and element deficiencies.

## **SUMMARY OF NET BASE FUNDING ALLOCATION**

1. A percentage of the average of the Corps' grants for cycles 9-12 (See Table One).
2. Minus reductions for a Corps' past performance operational deficiencies up to a maximum of ten percent.
3. Minus reductions for element ineligibility and format deficiencies.
4. Plus equal percentages of the COLA, when applicable.

## **COLA ALLOCATION**

The COLA allocation is not applicable for 2000/01 fiscal year.

## **COMPETITIVE FUNDING POOL**

The Competitive Funding Pool equals the total amount available for the Corps' program, for the program year, minus the total of each Corps' actual Net Base Funding Allocation. Each Corps, in their proposal, will include separate element proposals. The budget for each element proposal must include a proposed allocation of Net Base Funding and a requested allocation from the Competitive Funding Pool.

The Competitive Funding Pool consists of all funds remaining after the allocation of the Net Base Funding Pool to the individual Corps.

## **ADMINISTRATION OF GRANT FUNDS**

Once the proposals have been evaluated and the grant funding allocations approved by the Department Director, the awards will be announced and the final scores will be available for review. Based on award announcements, Grant Agreements will be prepared.

All Corps must have the ability to enter into a Grant Agreement by July 1, 2000. Grant Agreements consist of boilerplate language, Element Authorizations, budgets, and Implementation Schedules.

All payments are reimbursed based on actual costs and compliance with the project's reporting schedule. Final payment will be made only after completion of all project tasks and submission of a draft of the Final Report. Expenses incurred prior to the effective date of the Grant Agreement are not reimbursable.

## **ADVANCES**

State policy discourages the issuance of advance payments. Only the most exigent of circumstances will be considered adequate to justify the approval of an advance request. Such circumstances may include any of the following:

- ❖ Extraordinary, as opposed to chronic, cash flow problems.
- ❖ Unanticipated catastrophic events.
- ❖ Budgeted vehicle and equipment purchases which cannot be covered short-term by utilizing corps' cash reserves or funding from other sources.
- ❖ If the timing of implementing related program activities necessitates immediate purchases of equipment or services at the beginning of the related grant term.

A request for an advance must be submitted in writing and must specify the extraordinary circumstances necessitating the request. Each Corps requesting an advance must include in its written request, specific steps that it will take to avoid, where possible, the need for an advance in the future. The Division will closely scrutinize each request for an advance and reserves the right to conduct a limited review or audit of information or statements offered by the grantee in support of the request.

Normally, advance payments may only be requested for salaries and major equipment purchases and must specify the total amount requested. To further the implementation of SB 332, an advance payment for other line item expenses may be considered on a case by case basis. Amounts claimed on each invoice beginning with the first invoice will be netted against the amount of the advance until the advance is repaid.

If an element submitted by a Corps requires an advance to be issued, it must be stated in the proposal and be supported by a cash-flow analysis for the 1999-00 fiscal year and for a period of three months beyond the date of the advance.

## **ELEMENT AUTHORIZATIONS**

Element Authorizations must be submitted in a format identical to Exhibit H. Element Authorizations must reflect the original proposal, actual element amount awarded and address any comments provided by the Department. Grant Agreements must be signed by the grantee and the Department before an Element Authorization can be approved.

No work shall begin on an Element until an Element Authorization has been approved by the Division's Grant Manager. All Element Authorizations and supporting Budget Exhibits must be prepared for a 12-month period coinciding with the 2000/01 fiscal year (July 1, 2000, through June 30, 2001). Element Authorizations are due on June 15, 2000. Any revisions to the Element Authorizations must be reviewed and approved by the Division's Grant Manager, and the grantee must submit a signed Revised Element Authorization Form before any changes can be implemented.

The 2000/01 Grant Agreements are scheduled to begin on July 1, 2000 and terminate on September 30, 2001. Element Authorizations will terminate on June 30, 2001. Subsequent approval to extend an Element Authorization beyond the 12-month workplan may be granted only with written approval from the Department.

Any request to extend an Element Authorization beyond 12 months must be justified with a serious and compelling reason. Examples of serious and compelling reasons causing implementation delays include natural disasters such as earthquakes, floods, or fires. Any proposed extension to an Element Authorization may not exceed the length of the Grant Agreement.

The approved level of funding allocated to specific elements through Element Authorizations are due to the Department by June 15, 2000. These authorizations are prepared by the grantee in cooperation with the Division's Grant Manager, and must be approved by Division Management before any work can be started on a project. A complete Element Implementation Schedule and Budget must be included in all Element Authorizations. Element Implementation Schedules must list a minimum of four productivity measures and four productivity milestones per quarter from which an evaluation of progress can be made during the grant term. All Element Authorizations and supporting Budget Exhibits must be prepared for a 12-month period coinciding with the 2000/01 fiscal year (July 1, 2000 through June 30, 2001).

Grant funds must be used for projects on public properties only, unless prior written approval is obtained from the Division's Grant Manager. (Exception is made for public right-of-ways where the local agency has a signed right-of-way agreement from the property owner.)

Revenues received from the materials collected through Department-funded recycling efforts may be expended for any public benefit or purpose, including use as a cash reserve. The revenues received from the recyclables collected, and the items purchased with these revenues, must be reported in the monthly status reports and the final report.

## DEFINITIONS

Definitions of common terms used in Corps grant funding proposals, Element Authorizations and the administration of Department grant funds are provided below. In the preparation of the proposals, the Element Authorizations and the grant administration, the terms listed shall not be used in any context other than as defined.

**Annual Funding Pool** -- Fifteen Million Dollars (\$15,000,000), plus the equal share of the cost-of-living adjustment, when applicable (PRC 14581(3)(A), of the California Beverage Container Recycling and Litter Reduction Act).

**Annual Reduction** -- A reduction of five percent a year to the Preliminary Base Allocation (The Preliminary Base Allocation will be reduced according to the schedule described in Table One).

**Beverage Container** -- California Redemption Value containers made of metal, glass, plastic or any combination of these materials.

**California Conservation Corps (CCC)** -- The California Conservation Corps (CCC) is a State work ethic program with a mission to provide meaningful work and educational opportunities to assist young men and women in becoming more employable, while protecting and enhancing California's environment, human resources and communities.

**COLA** -- Cost-Of-Living-Adjustment, when applicable.

**Competitive Funding Pool** -- The total amount of money available for the year minus the net base funding allocation.

**Community Conservation Corps(Corps)** -- A nonprofit public benefit corporation formed or operating pursuant to Part 2 (commencing with Section 5110) of Division 2, Title 1 of the Corporations Code, or an agency operated by a city, or city and county, which is certified by the California Conservation Corps.

**Donation** -- Funds received from an outside organization, which are related to a project expense, but not reimbursable by the Department.

**Dual Billing** -- The process of billing two different funding sources for the same unit of work resulting in revenue exceeding actual expenses.

**Element** -- An activity or activities which comprise a separate component of a Grant Agreement and include individual budgets and Implementation Schedules detailed in the Element Authorization.

**Element Authorization** -- Document submitted to obtain approval to begin work on an Element. The Element Authorization must be re-submitted in a format identical to the original element proposal but based on actual funds awarded.

**Element Deficiency** -- A penalty reduction of 2.5 percent per element for non-compliance in the areas of minimum standards.

**Element Proposal** -- A proposal for an activity or activities, which comprise a separate component of the grant proposal and include individual budgets and implementation schedules.

**Equipment/Services** -- All element specific operating items or services, park recycling receptacles, vehicles, consultants, etc., that are not ongoing expenses and are procured at one time.

**Leveraged Funding** -- Leveraged funding is the process by which the Department's grant funds are supplemented by other funds under the control of the Corps to support a project funded through an approved Element Authorization.

**Matching Funds** -- Matching funds are any portion of an element proposal or Element Authorization Budget, received from another income source, not proposed for reimbursement or agreed to be reimbursed by the Department.

**Minimum Standards --**

- ❖ Must include a Cover Letter from Board of Directors endorsing the proposal.
- ❖ Must include a Cover Sheet.
- ❖ Must include a Table of Contents.
- ❖ Is limited to 30 pages or less, excluding attachments and exhibits.
- ❖ Must be submitted by final filing date.

**Net Base Funding Allocation** -- An amount of funds distributed after past performance deficiencies, proposal format and element deficiencies have been determined and reductions have been made from the preliminary base funding allocation.

**Included Beverages** -- As a result of SB 332, new beverage types have been added to the program (Refer to page 5).

**Past Performance Deficiencies** -- A maximum penalty reduction of ten percent for non-compliance in the areas of milestone attainments, timely budget reconciliations, monthly status reports and any findings during site reviews.



**Preliminary Base Funding Allocation** -- Funding based on a percentage of the average of the Corps grants for cycles 9-12, or a percentage of cycle 12 grant awards for Corps which have been eligible for less than four grant cycles, plus an augmentation of \$427,000 for each Corps, as a result of SB 332 (Refer to Table One).

**Productivity Measures** -- Activities that measure the quality of the element or a portion of an element. (see page 15).

**Productivity Milestones** -- Productivity milestone is a task or event that is targeted to occur on or within a specific time period.

**Project** -- A project is a component of an Element. Projects are bound by the budget of the element in which they are a component.

**Proposal Format Deficiencies** -- A maximum penalty reduction of 2.5 percent for non-compliance in the areas of format and content.

**Reductions to Preliminary Base** -- Penalty reductions to the Corps' Preliminary Base Funding Allocation for any one cycle, based upon past performance, format and element deficiencies for the calendar year.

**Single-serve Container** -- Typically refers to containers with a capacity less than 24 ounces.

**Total Net Base Funding** -- Preliminary Base Funding Allocation minus deficiency reductions for past performance, format and element, plus equal distribution of the COLA among the eligible Corps when applicable.

## Grant Application Cover Page



Conservation Corps Name		Federal Identification Number	
Mailing Address			
City	State	Zip Code	
Amount Requested: \$			
Program Director, Title		Telephone No.	
		Fax No.	
Budget Officer, Title		Telephone No.	
		Fax No.	
Project Manager, Title		Telephone No.	
		Fax No.	
<b>Project Site's Assembly Person</b>	<b>District #</b>	<b>Project Site's State Senator</b>	<b>District #</b>
1.			
Address:			
2.			
Address:			
3.			
Address:			
<b>Attach additional sheets if necessary</b>			

**Certification:**

*I assume responsibility to ensure compliance with all state and local environmental requirements and all appropriate codes, laws, regulations, and guidelines prior to the expenditure of grant funds. I further declare under penalty of perjury that all information submitted for the Department of Conservation's consideration is true and accurate to the best of my knowledge and belief.*

**Executive Director**

Name: (Print) \_\_\_\_\_

Signature: (Required) \_\_\_\_\_ Date: \_\_\_\_\_



Exhibit B

## Proposed Annual Budget with Comparison to Current Year's Final Budget and Prior Year's Actual Expenditures

	Prior Year Actual Expenditures Fiscal Year XX/XX	Current Year Final Budget Fiscal Year XX/XX	Proposed Budget Fiscal Year XX/XX
<b>Personnel Services:</b>			
<b>Staff Salaries and Wages:</b>			
Executive Director .....	\$ 000,000 .....	\$ 000,000 .....	\$ 000,000
Controller .....	000,000 .....	000,000 .....	000,000
Accountant .....	000,000 .....	000,000 .....	000,000
Etc. List all staff positions .....	000,000 .....	000,000 .....	000,000
<b>Total Staff Salaries and Wages</b> .....	<b>\$ 000,000</b> .....	<b>\$ 000,000</b> .....	<b>\$ 000,000</b>
<b>Corpsmember Salaries and Wages:</b>			
Crew Leaders .....	\$ 000,000 .....	\$ 000,000 .....	\$ 000,000
Assistant Crew Leaders .....	000,000 .....	000,000 .....	000,000
Corpsmembers .....	000,000 .....	000,000 .....	000,000
Interns .....	000,000 .....	000,000 .....	000,000
<b>Total Corpsmembers Salaries and Wages</b> .....	<b>\$ 000,000</b> .....	<b>\$ 000,000</b> .....	<b>\$ 000,000</b>
<b>Total Salaries and Wages</b> .....	<b>\$ 000,000</b> .....	<b>\$ 000,000</b> .....	<b>\$ 000,000</b>
<b>Employer Paid Taxes and Benefits:</b>			
FICA .....	\$ 000,000 .....	\$ 000,000 .....	\$ 000,000
SUI .....	000,000 .....	000,000 .....	000,000
Health Insurance .....	000,000 .....	000,000 .....	000,000
Other (Specify) .....	000,000 .....	000,000 .....	000,000
<b>Total Employer Paid Taxes and Benefits</b> .....	<b>\$ 000,000</b> .....	<b>\$ 000,000</b> .....	<b>\$ 000,000</b>
<b>Total Personnel Services</b> .....	<b>\$ 000,000</b> .....	<b>\$ 000,000</b> .....	<b>\$ 000,000</b>
<b>Operating Expenses:</b>			
List all operating expense line items including consultants .....	\$ 000,000 .....	\$ 000,000 .....	\$ 000,000
<b>Total Operating Expenses</b> .....	<b>\$ 000,000</b> .....	<b>\$ 000,000</b> .....	<b>\$ 000,000</b>
<b>Equipment:</b>			
List each equipment item .....	\$ 000,000 .....	\$ 000,000 .....	\$ 000,000
<b>Total Equipment Expenses</b> .....	<b>\$ 000,000</b> .....	<b>\$ 000,000</b> .....	<b>\$ 000,000</b>
<b>Total Conservation Corps Costs</b> .....	<b>\$ 000,000</b> .....	<b>\$ 000,000</b> .....	<b>\$ 000,000</b>

**Note:** Individual line-items noted are for example only. In preparing this report each local Corps must use the name of the expenditure line-items corresponding to their accounting records. Expenditure line-items entitled "Miscellaneous" will not be accepted.



Exhibit C

Projected Funding with Comparison to Current Year's Estimated Funding  
and Prior Year's Actual Funds Received

	Prior Year Actual Funds Received Fiscal Year XX/XX	Current Year Estimated Funds Received Fiscal Year XX/XX	Projected Funding Fiscal Year XX/XX
Department of Conservation	\$ 000,000	\$ 000,000	\$ 000,000
California Conservation Corps	000,000	000,000	000,000
City of _____	000,000	000,000	000,000
County of _____	000,000	000,000	000,000
Corporations (List each)	000,000	000,000	000,000
Business Associations (List each)	000,000	000,000	000,000
Foundations (List each)	000,000	000,000	000,000
Recycling Revenues	000,000	000,000	000,000
Unrestricted Donations	000,000	000,000	000,000
Miscellaneous (Specify each)	000,000	000,000	000,000
Total Funding	\$ 000,000	\$ 000,000	\$ 000,000

## Exhibit D

# Element Specific Budgets Fiscal Year 20XX/XX

	Provisional Rate	DOC Hours	DOC Amount	Matching Funds Hours	Matching Funds Amount
<b>1. Element #1 (Element Name)</b>					
Personnel Services and Operating Expenses	\$ 0.00	0,000	\$ 000,000	0,000	\$ 000,000
Equipment			0,000		0,000
Leveraged Funding		0,000	000,000		
<b>Total Element 1 (Element Name)</b>		<b>0,000</b>	<b>\$ 000,000</b>	<b>0,000</b>	<b>\$ 000,000</b>
<b>2. Element #2 (Element Name)</b>					
Personnel Services and Operating Expenses	\$ 0.00	0,000	\$ 000,000	0,000	\$ 000,000
Equipment			0,000		0,000
Leveraged Funding	0,000	000,000			
<b>Total Element 2 (Element Name)</b>		<b>0,000</b>	<b>\$ 000,000</b>	<b>0,000</b>	<b>\$ 000,000</b>
<b>3. Element #3 (Element Name)</b>					
Personnel Services and Operating Expenses	\$ 0.00	0,000	\$ 000,000	0,000	\$ 000,000
Equipment			0,000		0,000
Leveraged Funding		0,000	000,000		
<b>Total Element 3 (Element Name)</b>		<b>0,000</b>	<b>\$ 000,000</b>	<b>0,000</b>	<b>\$ 000,000</b>
<b>Grand Total</b>		<b>0,000</b>	<b>\$ 000,000</b>	<b>0,000</b>	<b>\$ 000,000</b>

**Notes:**

- Provisional rate calculation from Exhibit E
- Identify each source of matching funds
- Identify each request to leverage funds
- Grand total must agree with Exhibit E and total grant amount



# Exhibit E

## Detailed Summary Budget and Provisional Rate Calculation

### Fiscal Year 20XX/XX

	<i>Total Hours</i>	<i>Hourly Rate</i>	<i>Total Amount</i>	<i>Time Base</i>	<i>Amount to DOC</i>	<i>Budget Fiscal Year XX/XX</i>
<b>Expenditure Line-items</b>						
<b>Personnel Services:</b>						
<b>Staff Salaries and Wages:</b>						
Recycling Coordinator .....			\$ 00,000 .....	00% .....	\$ 00,000 .....	\$ 00,000
Supervisors (List each) .....			00,000 .....	00% .....	00,000 .....	00,000
Other (Specify each) .....			00,000 .....	00% .....	00,000 .....	00,000
<b>Total Staff Salaries and Wages .....</b>			<b>\$ 00,000 .....</b>		<b>\$ 00,000 .....</b>	<b>\$ 00,000</b>
<b>Total Staff Taxes and Benefits .....</b>						<b>\$ 00,000</b>
<b>Total Staff Salaries, Wages and Benefits .....</b>			<b>\$ 00,000 .....</b>			<b>\$ 00,000</b>
<b>Corpsmember Salaries and Wages:</b>						
Crew Leaders .....	0,000 .....	0.00 .....			\$ 00,000 .....	\$ 00,000
Assistant Crew Leaders .....	0,000 .....	0.00 .....			00,000 .....	00,000
Corpsmembers .....	0,000 .....	0.00 .....			00,000 .....	00,000
Interns .....	0,000 .....	0.00 .....			00,000 .....	00,000
<b>Total CM Salaries and Wages .....</b>					<b>\$ 00,000 .....</b>	<b>\$ 00,000</b>
<b>Total CM Taxes and Benefits .....</b>						<b>\$ 00,000</b>
<b>Total CM Salaries, Wages and Benefits .....</b>					<b>\$ 00,000 .....</b>	<b>\$ 00,000</b>
<b>Total Personnel Services .....</b>						<b>\$ 00,000</b>
<b>Operating Expenses:</b>						
Vehicles .....			\$ 00,000 .....	00% .....	\$ 00,000 .....	
Rental .....			00,000 .....	00% .....	00,000 .....	
Maintenance .....			00,000 .....	00% .....	00,000 .....	
Insurance .....			00,000 .....	00% .....	00,000 .....	
Uniforms .....			00,000 .....	00% .....	00,000 .....	
Educational Materials and Supplies .....			00,000 .....	00% .....	00,000 .....	
Other (Specify each) .....			00,000 .....	00% .....	00,000 .....	
<b>Total Operating Expenses .....</b>			<b>\$ 00,000 .....</b>		<b>\$ 00,000 .....</b>	
Indirect Expenses (From Exhibit F) .....						\$ 00,000
<b>Subtotal .....</b>						<b>\$ 00,000</b>
Equipment (Specify each) .....					\$ 00,000 .....	\$ 00,000
Leveraged Funding (Specify) .....					\$ 00,000 .....	\$ 00,000
<b>Total Budgeted Program Costs .....</b>						<b>\$ 00,000</b>
<b>Total Budgeted Corpsmember Hours .....</b>						<b>\$ 00,000</b>
<b>Provisional Rate Calculation</b>						
Total Budgeted Program Cost Minus Equipment and Leveraged Funding =Provisional Rate						
Total Budgeted Corpsmember Hours						

	<i>Monthly Amount</i>	<i>Months</i>	<i>Total</i>
<b>Personnel Services:</b>			
<b>Administration Salaries and Wages:</b>			
Executive Director	\$ 000,000	12	\$ 000,000
Accountant	000,000	12	000,000
Etc. List all staff positions	000,000	12	000,000
<b>Total Admin. Salaries and Wages</b>	<b>\$ 000,000</b>		<b>\$ 000,000</b>
<b>Program Salaries and Wages:</b>			
Job Developer	\$ 000,000	12	\$ 000,000
Education Program Coordinator	000,000	12	000,000
Etc. List all staff positions	000,000	12	000,000
<b>Total Staff Salaries and Wages</b>	<b>\$ 000,000</b>		<b>\$ 000,000</b>
<b>Employer Paid Taxes and Benefits:</b>			
FICA	\$ 000,000	12	\$ 000,000
SUI	000,000	12	000,000
Health Insurance	000,000	12	000,000
Other (Specify)	000,000	12	000,000
<b>Total Taxes and Benefits</b>			
<b>Total Personnel Services</b>	<b>\$ 000,000</b>		<b>\$ 000,000</b>
<b>Operating Expenses:</b>			
Accounting and Legal	\$ 000,000	12	\$ 000,000
Rent	000,000	12	000,000
Utilities	000,000	12	000,000
Telephone	000,000	12	000,000
Office Supplies	000,000	12	000,000
Other (Specify)	000,000	12	000,000
<b>Total Operating Expenses</b>	<b>\$ 000,000</b>		<b>\$ 000,000</b>
<b>Total Indirect Cost</b>			<b>\$ 000,000</b>

**Calculation of Indirect Costs Allocated to DOC Funded Projects:**

Estimated Total CM Hours for DOC Funded Projects		Percentage of CM Hours
_____	=	for DOC-funded Projects
Estimated Total CM Hours for all Corps Projects		to Total Corps CM Hours

**Percentage of CM Hours for DOC-funded Project to Total Corps CM Hour multiplied by** **\$ 000,000**  
**Total Indirect Costs = Indirect cost allocated to DOC**

- Notes:**
- Total CM hours applicable to DOC-funded projects from Exhibit D, excluding hours worked and billed to leveraged funds.
  - Indirect costs allocated to DOC-funded projects transferred to Exhibit E.
  - Individual line-items noted are for example only. In preparing this report each local Corps must use the name of the expenditure line-items corresponding to their accounting records. Expenditure line-items entitled "Miscellaneous" will not be accepted.

Conservation Corps Name		Date Submitted	
Intern Name			
Internship Sponsor			
Internship Supervisor		Telephone Number	
Sponsor's Address			
Sponsor's City		State	Zip Code
Sponsor's Contribution to Internship			
Date Internship Begins		Date of Intern Original Hire	
Hours Per Week (Paid Time)	Hours Per Week at Sponsor's Location	Hours Per Week Devoted to Unpaid Education or Job Training	

***Justification***

*On the following page, please describe the duties to be performed by the intern and the estimated percentage of time to be devoted specifically to activities compatible with the goals of the beverage container recycling program (e.g., starting a workplace recycling program). Describe how this internship will provide the corpsmember with an opportunity to develop new skills in a work environment separate from the Corps. Additionally, explain how this internship will encourage the corpsmember to work independently, and how the corpsmember will be able to take advantage of additional opportunities for both academic and work skills training in recycling, waste management, and other environmental occupations, thereby increasing the corpsmember's marketability.*

*Describe if there is any opportunity of permanent employment for this intern, or other corpsmembers, at this location. Has this sponsor hired other corpsmembers or interns before? If so, please provide a brief summary of the corpsmembers hired by this sponsor.*



## **Department of Conservation-Division of Recycling**

### ***LAS Conservation Corps***

#### ***Request For Element Authorization***

**Corps:** LAS Conservation Corps  
**Grant #:** 5000-311  
**Element Number:** 5000-311-3  
**Element Title:** Medical Center Recycling Services  
**Element Location:** City of Sacramento  
**Element Sponsor:** LAS Corps-in partnership with the CSUS Medical Center and CSUS Medical Center concessionaires.

#### ***SUMMARY OF PROPOSED ELEMENT:***

The Local Assistance Section Conservation Corps (LASC) is proposing to expand existing opportunities for beverage container recycling on the California State University Sacramento (CSUS) campus and at the Medical Center. The Recycle More! Element includes an aggressive education and awareness program and a buy recycled component.

LASC will purchase 45 outdoor recycling containers for CSUS, made of 95 percent recycled materials (20% postconsumer aluminum), to augment the current beverage container recycling program. These bins will be placed in areas that currently do not have recycling opportunities. LASC will add the new recycling containers to their existing service schedule and will receive the revenues from the sale of the recyclables. In addition, recycling containers will be placed inside the larger lecture hall complexes. The attached map identifies the proposed container locations on CSUS in relation to the current container locations.

Recycling areas will also be designated throughout the Medical Center by LASC to expand the current small scale program. The CSUS Medical Center consists of a main hospital and many outlying buildings. This Element will provide these locations with the opportunity to recycle beverage containers through an organized program. LASC will place recycling containers in high traffic areas and on outdoor patios at the Medical Center to enable easy access to recycling, and to promote the recycling message outside. Education programs targeting the faculty, staff and students will be developed and implemented as part of this program. LASC believes that "Reduce, Reuse, Recycle-Buy Recycled" is an important message to convey to the campus population. Information on the Recycle More! program will be distributed through the student newspapers and various campus association newsletters.

The education program at the hospital will focus on the staff, patients and visitors. The children in the Pediatrics unit will be asked to design posters illustrating how to recycle in the

hospital. Each recycling location will be identified by featuring one of these posters. All education materials produced for this program will be printed on recycled paper using both LASC's recycling logo and the Department of Conservation's logo.

The element will be implemented using the recycling routes crew. Four corpsmembers from the 10 corpsmember crew will conduct all necessary planning, installation, and maintenance tasks to complete the Element. Hours in the beginning of the Element will be limited due to planning. The majority of all hours will be billed in the third and fourth quarters of the fiscal year.

#### ***ELEMENT JUSTIFICATION:***

LASC is committed to making a difference and expanding our role as a community leader in the environmental arena. Through the campus' current recycling program, approximately 40 percent of the beverage containers on CSUS's campus are recycled. Recycling on campus is not convenient; therefore, recycling rates have been discouraging and many beverage containers are instead landfilled. The CSUS campus spans approximately 1,060 acres and there are 26 recycling container locations spread throughout the campus. Additional recycling opportunities are needed because of the size of the campus, the changing traffic patterns, and the addition of new buildings and walkways.

The Medical Center employs one facilities engineer who collects aluminum cans and scrap metals in plastic garbage bags and a shopping cart. The hospital has approximately 4,000 employees, an average of 442 patients, approximately 200 daily visitors and 24 beverage container vending machines. The challenge with the interior recycling program is to make it convenient in staff lounges, in the visitor areas and at indoor eating facilities, but out of the way of the nurses' stations. Currently there are no outdoor recycling opportunities at the Medical Center. If LASC cannot intercept the recyclables, they will go into the wastestream.

**ELEMENT TERM:****Start Date:** July 1, 2000 **End Date:** June 30, 2001**Expected Budgeted Hours Expended by Month****Month**

1	2	3	4	5	6	7	8	9	10	11	12
266	267	267	533	533	534	800	800	800	1066	1067	1067

**Productivity Milestones:***(A minimum of four milestones per quarter are required to monitor progress)***Milestone****Projected Completion Date**

<b>1.</b> All Equipment Purchased	August 2000
<b>2.</b> Recycling Receptacles Placement Selected	September 2000
<b>3.</b> Recycling Receptacle Placement Approved by CSUS	October 2000
<b>4.</b> First 10 Containers Installed	November 2000
<b>5.</b> Collection of 10 Container Pilot Begins	January 2001
<b>6.</b> Pilot Reviewed and Revised	March 2001
<b>7.</b> All Containers Installed	April 2001
<b>8.</b> Full Implementation Complete	May 2001

**Element Budget:**

	<b>DOC Request</b>	<b>Matching/ Leveraged Funds</b>	<b>Total Element Budget</b>
Personnel Expenses Number of 8,000 Hours @ \$ 12.50/ Hour	\$ 100,000		\$ 100,000
Operation Expenses Total Operating	00,000 100,000		00,000 100,000
Equipment Expenses	9,000	\$ 11,250	20,250
Total Element Budget	\$ 109,000	\$ 11,250	\$ 120,250

**Equipment Justification:**

LASC currently owns 320 model T-300 recycling containers. The LASC has placed containers at 300 outdoor locations and 20 are used for backup when containers are removed for maintenance. In order to expand the collection program, the Medical Center needs to purchase 45 new containers. This expansion will bring the total number of outdoor collection locations to 365.

Requested by: \_\_\_\_\_  
Conservation Corps Executive Director Date

Approved by: \_\_\_\_\_  
Division Grant Manager Date

Approved by: \_\_\_\_\_  
Local Conservation Corps Section Supervisor Date

Approved by: \_\_\_\_\_  
Community Outreach Branch Manager Date



<b>Example Only</b>									
01	1993	Ford	Cargo Van	E-1111111	81,011	Transport of Materials	3	Commercial Recycling	DOR
02	1992	Ford	Van	E-122222	111,000	CM Transportation	6	Landscaping Contracts	NON DOR

E-9

Table 1

*Table One*  
**Declining Base Allocation\***

	<i><b>4 year avg.</b></i>	<i><b>75% of base</b></i>	<i><b>70% of base</b></i>
<b>EBCC</b>	1,237,351	928,013	866,145
<b>SLCC</b>	753,645	565,234	527,552
<b>SFCC</b>	1,115,909	836,932	781,136
<b>MCC</b>	351,600	263,700	246,120
<b>SJCC</b>	1,081,338	811,004	756,937
<b>LACC</b>	1,105,791	829,343	774,053
<b>TCCC</b>	353,140	264,855	247,198
<b>CCLB</b>	714,362	535,772	500,053
<b>OCCC</b>	343,950	257,962	240,765
<b>UCOSD</b>	666,640	499,980	466,648
<b>FLCC</b>	557,635	418,226	390,344
<b><i>TOTAL</i></b>	<b><i>8,281,361</i></b>	<b><i>6,211,021</i></b>	<b><i>5,796,951</i></b>

**\*Notes:** Based on average of Cycles 9-12

- The base amount is increased 2% per year representing an equal share of the estimated COLA
- Four year average amounts and actual COLA require verification
- The base may be reduced, before the addition of the COLA, depending on project deficiencies

## Table Two

# Example of the objective allocation of beverage container net base fund plus final competitive pool

### Assumptions:

• Three applicant corps • Total funding is \$750,000 • Net base funding available is \$560,000 • Competitive funding available is \$190,000 • Total corps request is \$810,000

A Corps/ Element	B Net Base Funds	C Requested Competitive Funds	D Total Element Budget Request	E Competitive Element Budget Ratio	F Element Raw Score from 1-55	G Final Element Score	H Proposal Score	% Allocated from Competitive Pool	I Competitive Pool Calculation	J Competitive Awards to Each Element	K Total Element Funding Allocation
<b>CORPS 1</b>											
E-1	15000	5000	\$20,000	7.14%	88	6.28				4,101	19,101
E-2	90000	30000	\$120,000	42.86%	75	32.15				24,617	114,617
E-3	60000	25000	\$85,000	35.71%	65	23.21				20,511	80,511
E-4	0	10000	\$10,000	14.29%	75	10.72				8,208	8,208
E-5	35000	0	\$35,000	0.00%	n/a					0	35,000
<b>Total</b>	<b>200000</b>	<b>70000</b>	<b>270000</b>	<b>100%</b>			<b>72.36</b>	<b>30.23%</b>	<b>57,437</b>	<b>57,437</b>	<b>257,437</b>
<b>CORPS 2</b>											
E-1	15000	5000	\$20,000	5.00%	65	3.25				3,395	18,395
E-2	90000	10000	\$100,000	10.00%	75	7.50				6,791	96,791
E-3	65000	85000	\$150,000	85.00%	88	74.80				57,720	122,720
<b>Total</b>	<b>170000</b>	<b>100000</b>	<b>270000</b>	<b>100%</b>			<b>85.55</b>	<b>35.74%</b>	<b>67,906</b>	<b>67,906</b>	<b>237,906</b>
<b>CORPS 3</b>											
E-1	15000	5000	\$20,000	6.25%	75	4.69				4,041	19,041
E-2	80000	20000	\$100,000	25.00%	65	16.25				16,164	96,164
E-3	95000	55000	\$150,000	68.75%	88	60.50				44,452	139,452
<b>Total</b>	<b>190000</b>	<b>80000</b>	<b>270000</b>	<b>100%</b>			<b>81.44</b>	<b>34.03%</b>	<b>64,657</b>	<b>64,657</b>	<b>254,657</b>
<b>Total</b>	<b>560000</b>	<b>250000</b>	<b>810000</b>	<b>300%</b>		<b>239.35</b>	<b>239.35</b>	<b>100.00%</b>	<b>190,000.00</b>	<b>190,000.00</b>	<b>750,000.00</b>

### Notes:

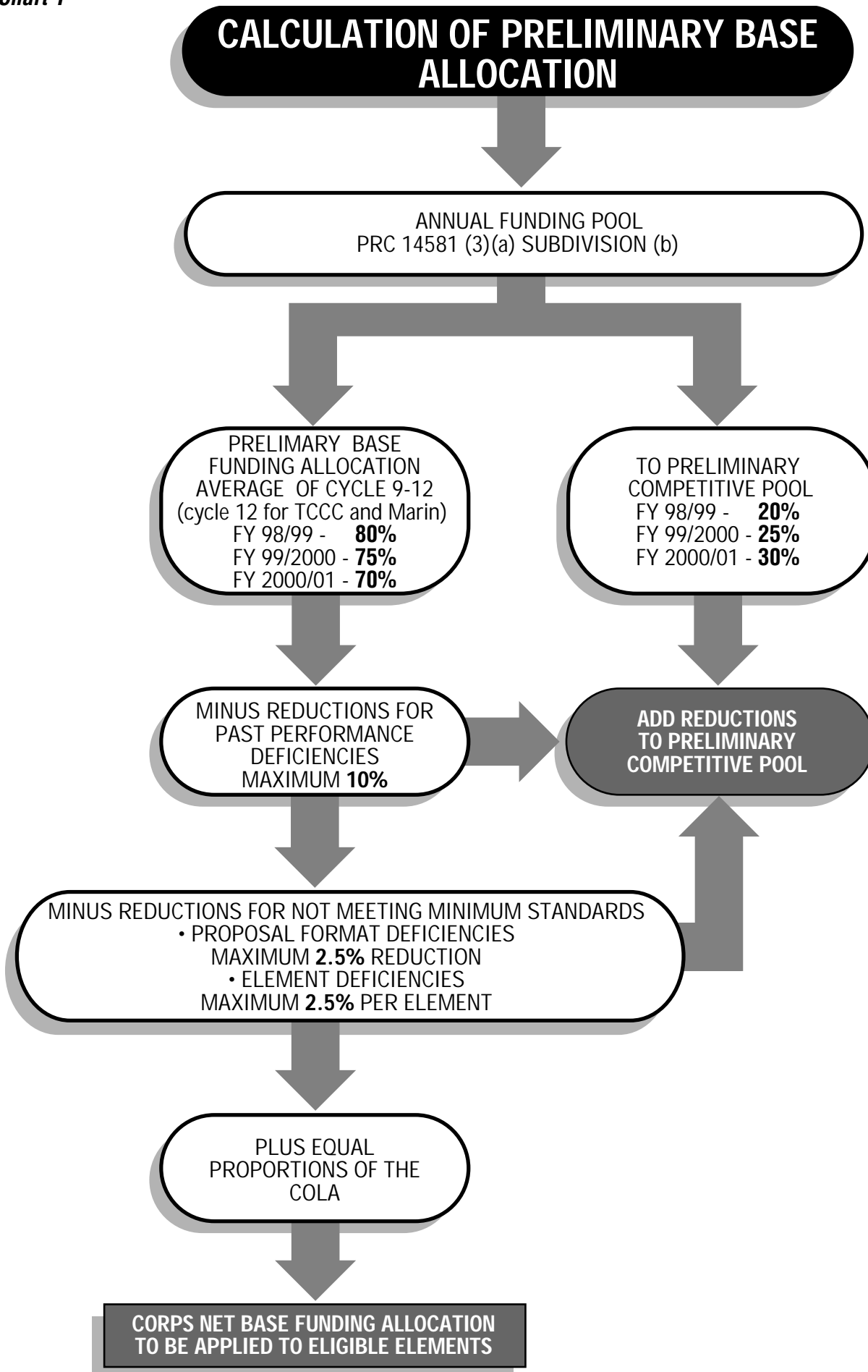
Corps 1 proposes Element 4 to be fully funded from the competitive funding pool

Corps 1 proposes element 5 to be fully funded from the base funding pool. Assuming element is eligible it is not calculated in the competitive formula

All other corps propose elements to be funded, with a combination of funding from the base funding pool and the competitive funding pool

The sum of the final element scores and proposal scores can never exceed 100 multiplied by the number of corps

Chart 1



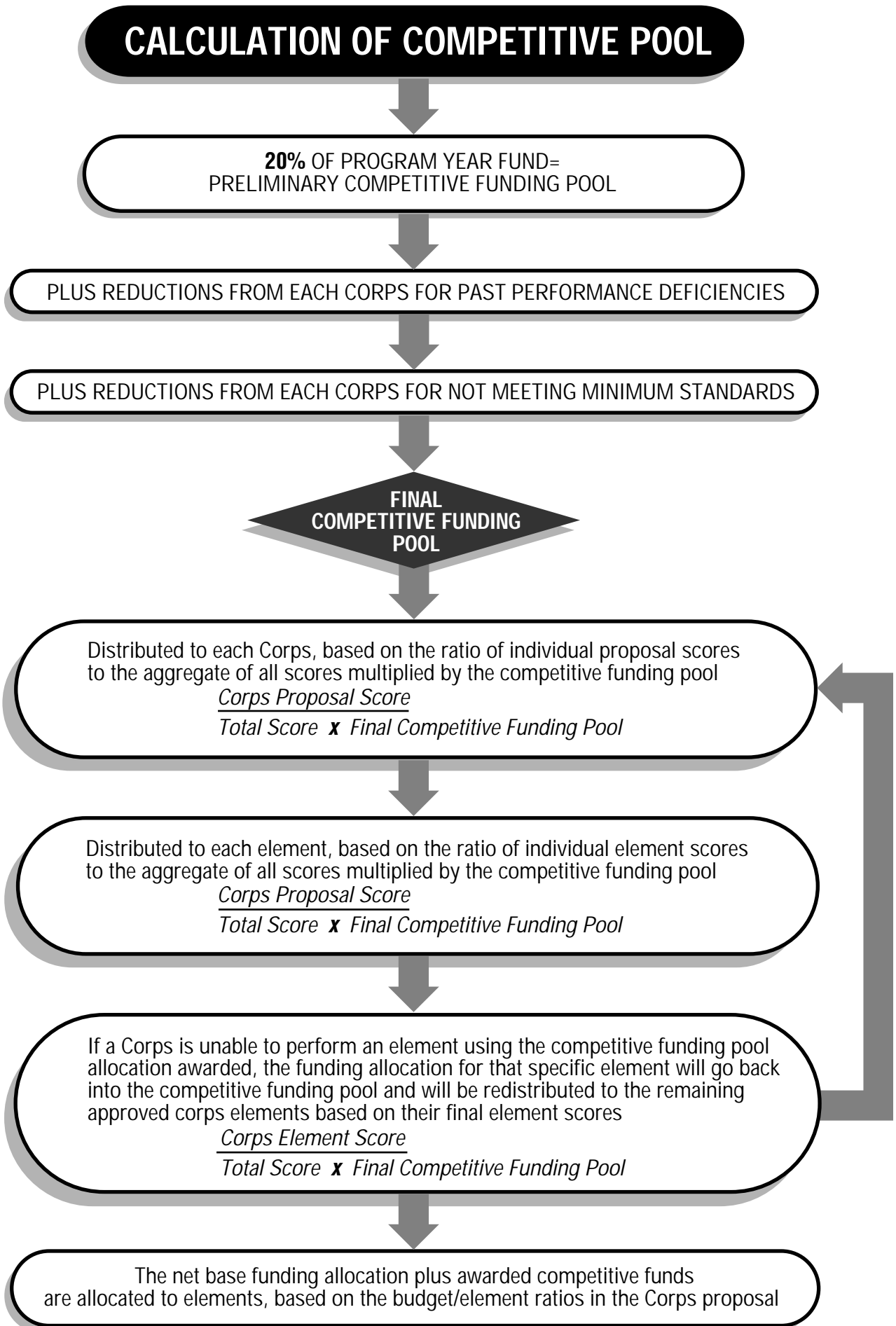
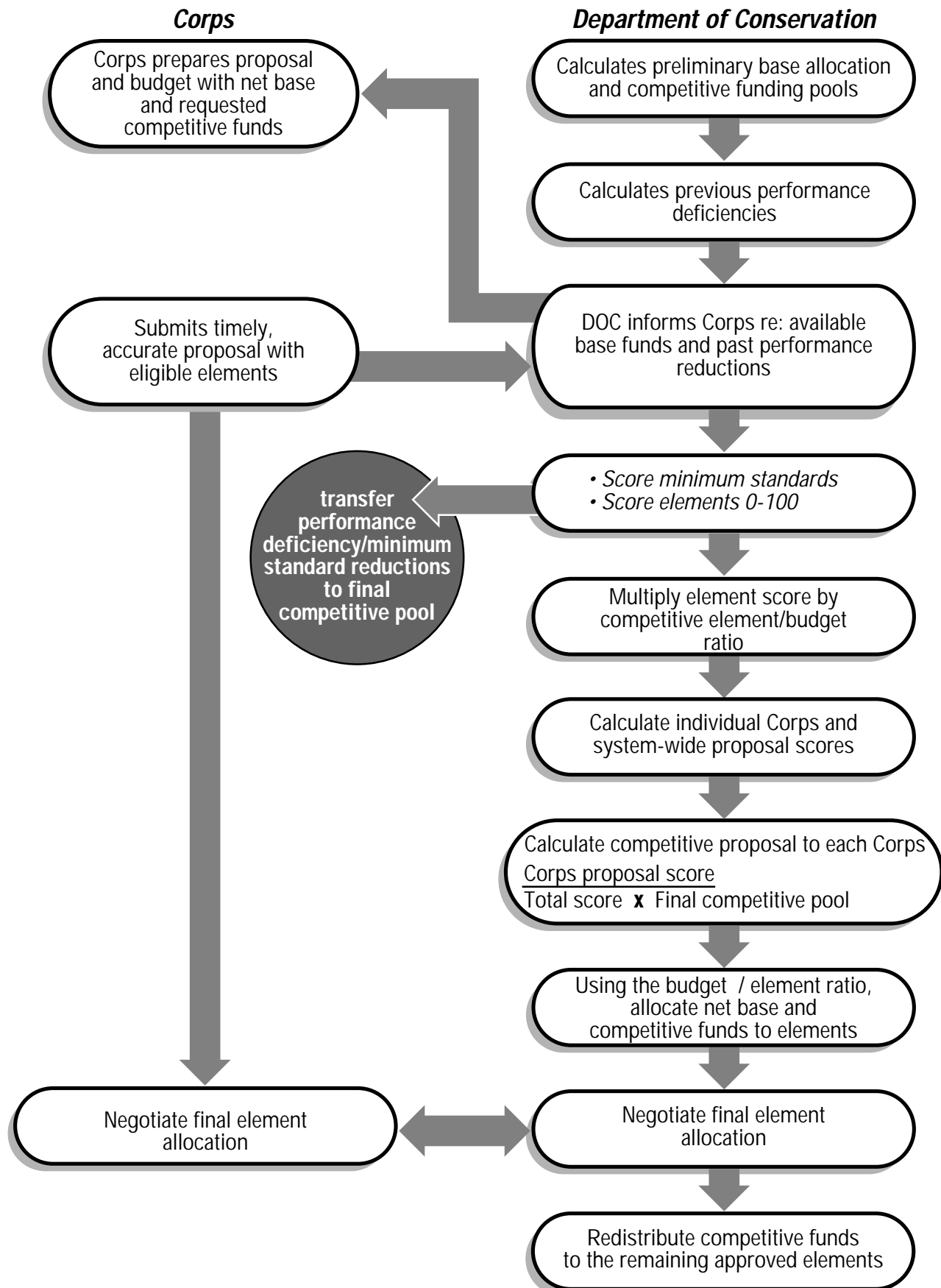


Chart 3

## SCORING AND ALLOCATION PROTOCOL





## **ACCOUNTING REQUIREMENTS AND PROCEDURES**



### **1. Annual Budget**

This section must reflect the organization's projected revenues and estimated operating expenses for the fiscal year for which Department funding is being requested. This information must be presented in a format similar to Exhibits B and C, attached.

The final budget for the current fiscal year (1999/00) and the proposed budget for the following fiscal year (2000/01) should have Board of Directors' approval prior to submission to the Department. All budgets submitted to the Department, as well as the final reconciliation, must be prepared in accordance with the Cost Principles for Grant Awards outlined in this document. Funds awarded by the Department must not comprise more than 75 percent of the Corps' proposed annual budget.

### **2. Element Budget Detail**

*This section is comprised of three parts:*

- A.** Element Specific Budgets (Exhibit D) must show the total estimated costs for each project noted in the proposal and all funding sources to support each project.
- B.** Detailed Summary Budget (Exhibit E) of the total estimated costs for completing all elements noted in the proposal and the portion to be funded by the Department. All equipment costing in excess of \$499.00, including equipment with a cost of less than \$499.00, but an aggregate cost of more than \$499.00 (e.g., ten chain saws at \$70.00 each), and component parts with a cost of less than \$499.00 each (but taken as a whole exceeds \$499.00) must be identified.
- C.** A schedule listing all general and administrative costs must be included in the indirect cost pool (Exhibit F). In addition, the methodology used to determine the estimated indirect cost allocated to the projects funded by the Department and entered on the Detailed Summary Budget (item "A" above) must be explained.

### **3. Invoicing Procedures**

To simplify the process by which the Corps invoice the Department, the provisional billing rate has been developed. This rate may be used to invoice the Department monthly during the period of the grant agreement, but may not be applied to the final invoice (reference item "B" below). However, use of the provisional billing rate is optional, and invoices may be submitted based upon actual costs.

#### **A. Provisional Billing Rate**

To calculate the provisional billing rate, divide the total estimated project costs funded by the Department, less equipment purchases, by the estimated corpsmember hours. Multiply the resultant provisional rate by the actual billable corpsmember hours worked at month's end producing the invoice amount for reimbursement.

The invoices submitted in the months of November, January, and April must include a reconciliation of the amounts previously claimed to the amounts actually expended through the previous quarter. Invoices submitted during the above periods should be in a format identical to those illustrated in Exhibits D through F. Using the invoice format provided by the Department, the difference between the amount claimed and the actual expenditures may be requested for reimbursement. If the amount claimed is greater than actual expenditures, no payment will be allowed. If the amount claimed is less than actual expenditures, an invoice for the difference must be submitted. The final invoice which is submitted at the close of the grant cycle will include a reconciliation of previous amounts billed to the actual amount expended for the entire grant period.



## **ACCOUNTING REQUIREMENTS AND PROCEDURES**

### **B. Final Invoice**

The final invoice must be in a format identical to the approved budget as illustrated in Exhibits D through F (submitted with the Element Authorizations and reflects the actual grant award), and must reflect the actual costs incurred and be reconcilable to the accounting records.

### **C. Leveraged Funds and Dual Billing**

Leveraging of funds is the process by which the Department's grant funds are supplemented by other funds under the control of the Corps to support a project funded through an approved Element Authorization. The combined revenue derived from an element funded by the Department and another source(s) must not exceed the total actual expense associated with the project. The leveraged activity must not produce revenue to the Corps in excess of the actual total cost of the project. If a leveraged activity produces revenue in excess of the actual total costs of a project, then a dual billing situation is created.

If the Corps receives revenue from an outside organization in exchange for work which is fully reimbursable under the grant agreement, the revenues received from the outside organization must be netted against the expenses claimed under the grant agreement.

For example, if corpsmembers perform recycling work for a convention center and the hours worked on the project are reimbursed under a Department grant, any revenues received under a supplemental agreement (either written or oral) with the convention center, as a result of the same work, must be netted against the amounts billed under the Department's grant.

#### **Example:**

##### **Total Convention Center Recycling Agreement**

<i>Corpsmember Hours Worked At Convention Center .....</i>	<i>405</i>
<i>Sample Provisional Rate (per hour) .....</i>	<i>\$14.00</i>
<i>Amount Reimbursable From the Department's Grant .....</i>	<i>\$5,670</i>
<i>Less: Revenue From Convention Center .....</i>	<i>\$1,000</i>
<i>Allowable Reimbursement From The Department's Grant .....</i>	<i>\$4,670</i>

*In this example, the correct amount to be billed to the Department is \$4,670. Billing the Department for \$5,670 would represent dual billing, to the extent the \$1,000 is received from the Convention Center. However, the savings of \$1,000 in departmental grant funds can therefore be redirected to enhance this project or other approved grant projects.*

*Moneys received from an outside organization where reimbursable work was performed cannot be considered a donation without prior written consent of the grant manager, who will consider the following criteria:*

- A similar donation was received in previous years where no reimbursable work had been performed, or*
- The donation is specifically related to another project that is not reimbursable under a grant agreement with the Department, or*

## **ACCOUNTING REQUIREMENTS AND PROCEDURES**



- *The donation is specifically related to a project that is reimbursable under a grant agreement with the Department, and is used to expand or enhance the project*

*In the above example, let's assume that the Department approved a total of \$5,670 in expenditures for the Convention Center project. The \$1,000 in revenue from the Convention Center could have been used to fund an additional 71 corpsmember hours (\$1,000.00/\$14.00 = 71.43); or to purchase special clothing or equipment to be used by the corpsmembers on that particular project. These are examples of expanding or enhancing a project that is funded by the Department, and the funds received from the Convention Center represent leveraged funds. In other words, if the actual costs of the project exceed the amount funded by DOC, then funds from other sources may be used to cover those additional costs.*

*All leveraged funds earned in association with Department grant awards must be identified in the narrative section of each monthly report. There, the utilization of such funds within the context of this policy should be discussed.*

### **4. Audits**

The Board of Directors of each grantee is required to provide for an organization-wide audit on an annual basis which includes an audit of the funds granted under the contract with the Department. The audit will be conducted in accordance with the generally accepted auditing standards and *Government Auditing Standards* issued by the Comptroller General of the United States.

Any audits performed under this section must be performed in accordance with the *Audit Guide for Department of Conservation Grants to Community Conservation Corps*.

Two copies of the audit report and management letters referenced in the *Audit Guide* must be submitted to the Division's Grant Manager within five months of the close of the Corps' fiscal year (December 1 or June 1).

The Board of Directors will engage an independent auditor, either a certified public accountant (CPA) or a public accountant (PA) who is licensed by the California State Board of Accountancy.

The contract between the grantee and their auditor should include the following:

- The period for which the financial statements are to be examined
- The purpose and scope of the examination
- A requirement that the audit will be conducted and distributed in accordance with the *Audit Guide for Department of Conservation Grants to Community Conservation Corps*, and
- A provision that allows the Department or their designated representative access to audit working papers prepared by the auditors

### **5. Internal Controls**

Upon acceptance of a grant, the Corps must establish internal controls. They must be sufficient to meet the standards identified in the *Community Conservation Corps - Internal Control Checklist*.

The adequacy of the system of internal controls will be evaluated in accordance with the guidelines outlined in the *Audit Guide for Department of Conservation Grants to Community Conservation Corps*.



## **“COST PRINCIPLES” FOR GRANT AWARDS**

### **A. Basic Considerations**

#### **1. Definition of a Cost Objective**

Cost objective means a function, organizational subdivision, contract, grant, or other work unit for which cost data are desired and for which provision is made to accumulate and measure the cost processes, projects, jobs and capitalized projects. For example, the award from the Department may be maintained in either one cost objective or several cost objectives.

#### **2. Composition of Total Cost**

The total cost which may be claimed is the sum of the allowable direct and allocable indirect costs less any applicable credits.

#### **3. Factors Affecting Allowability of Costs**

To be allowable under a grant agreement (award), costs must meet the following general criteria:

- a. Be necessary and reasonable for the performance of the award and be allocable under these cost principles
- b. Conform to any limitations or exclusions set forth in these principles or in the award as to types or amount of cost items
- c. Be accorded consistent treatment
- d. Be determined in accordance with generally accepted accounting principles
- e. Not be included as a cost or used to meet cost sharing or matching requirements of any other federally, state, or locally funded program in either the current or a prior period, and
- f. Be adequately documented

#### **4. Reasonable Costs**

A cost is reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

*Consideration should be given to:*

- a. Whether the cost is of a type generally recognized as ordinary and necessary for the operation of the organization or the performance of the award
- b. The restraints or requirements imposed by such factors as generally accepted sound business practices, arms length bargaining, federal and state laws and regulations and the terms and conditions of the award
- c. Whether the individuals concerned acted with prudence in the circumstances, considering their responsibilities to the organization, its members, employees, clients, and the public at large, and
- d. Significant deviations from the established practices of the organization which may unjustifiably increase the award costs

## ACCOUNTING REQUIREMENTS AND PROCEDURES



### 5. Allocable Costs

A cost is allocable to a particular cost objective, such as the grant award from the Department, in accordance with the relative benefits received. A cost is allocable to the Department's award if it is treated consistently with other costs incurred for the same purpose in like circumstances and if it:

- a. Is incurred specifically for the award
- b. Benefits both the award and other work and can be distributed in reasonable proportion to the benefits received, or
- c. Is necessary to the overall operation of the organization, although a direct relationship to any particular cost objective cannot be shown

### 6. Applicable Credits

The term "applicable credits" refers to those receipts or reduction of expenditures which operate to offset or reduce expense items that are allocable to awards as direct or indirect costs. Typical examples of such transactions are: purchase discounts, rebates or allowances, recoveries or indemnities on losses, insurance refunds, and adjustments of overpayments or erroneous charges. To the extent that such credit is accrued or received by the organization relates to allowable costs, they will be credited to the Department's award as a cost reduction.

### 7. Advance Understanding

Under any given award, the reasonableness and allocability of certain costs may be difficult to determine. In order to avoid subsequent disallowance or dispute based on unreasonableness or nonallocability, Corps are urged to seek a written agreement with the Department in advance of the incidence of special or unusual costs within a line item.

### B. Direct Costs

1. Direct costs are those that can be identified specifically with a particular final cost objective (e.g., the Department's grant award).
2. Reports (activity reports/timesheets) reflecting the distribution of activity of each employee must be maintained for all staff members whose compensation is charged in whole or in part directly to the Department's award. Reports maintained by the nonprofit organization to satisfy this requirement must meet the following standards:
  - a. The reports must reflect an after-the-fact determination of the actual activity of each employee. Budget estimates (e.g., estimates determined before the services are performed) do not qualify as support for the charges to awards
  - b. Each report must account for the total activity for which employees are compensated and which is required in fulfillment of their obligations to the organization
  - c. The reports must be signed by the individual employee, or by a responsible supervisory official having first-hand knowledge of the activities performed by the employee. The distribution of activity on the reports must represent a reasonable estimate of the actual work performed by the employee during the periods covered by the reports, and
  - d. The reports must be prepared at least monthly and must coincide with one or more pay periods



## ACCOUNTING REQUIREMENTS AND PROCEDURES

3. When it is necessary to allocate a cost to more than one cost objective (e.g., to the Department's award and to an award from a local organization), the allocation must be supported by adequate documentation.

For salaries and benefits, an allocation formula may be used at the time the budget is prepared which is used each month to expedite the posting of salary and benefit charges. This allocation must be reconciled at least quarterly to monthly timesheets prepared by the employee showing the actual time worked, split by cost objective. The accounting records must then be adjusted quarterly to reflect the actual time worked in each cost objective.

For the allocation of supplies, the documentation necessary to support an allocation might be the invoice and a written explanation of why the invoice was allocated to more than one cost objective and the allocation method.

### **C. Indirect Costs**

1. Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. After direct costs have been determined and assigned directly to awards or other work as appropriate, indirect costs are those remaining to be allocated to benefiting cost objectives.
2. Direct cost of minor amounts may be treated as indirect costs for reasons of practicality where the accounting treatment for such cost is consistently applied to all final cost objectives.
3. A cost may not be allocated to an award as an indirect cost if any other portion of that cost incurred for the same purpose in like circumstances, has been assigned (or allocated) to another award as a direct cost. For example, if a portion of the Executive Director's salary is allocated as a direct cost under one award, the balance may not be allocated to other awards as an indirect cost.
4. Because of the diverse characteristics and accounting practices of nonprofit organizations, it is not possible to specify the types of costs which may be classified as indirect costs in all situations. However, typical examples of indirect costs for many nonprofit organizations may include depreciation or use allowances on buildings and equipment, the costs of operating and maintaining the facilities, and general administrative and general expenses, such as salaries and expenses of executive officers, personnel administration, and accounting.
5. The amount of indirect costs allocated to the Department's award will be based on the ratio of actual corpsmember hours worked on the Department's projects to the total hours worked by corpsmembers for the organization.

## **SCORING SYSTEM**



An evaluation committee, consisting of the Community Conservation Corps' (Corps) Grant Managers and the Local Conservation Corps Grants Section Supervisor, will independently review and score all proposals. Each proposal will be reviewed based on the Corps' past performance, proposal format and elements.

The committee will evaluate the Corps' past performance based on information compiled from the annual and quarterly site reviews, and the proposals received from each of the certified Corps.

***For those Corps not previously funded, the past performance will be evaluated according to the following criteria:***

- A pre-audit by the Division conducted prior to the next grant cycle in a format similar to a program site review that is performed annually for previously funded certified Corps.
- A reference from two entities which have funded the Corps within the past two years (the references must evaluate the corps performance in operations, budgets, and monthly status reports).
- A reference from the California Conservation Corps (CCC) (the reference must include the certification review report).

***The past performance of all other Corps will be based on the following:***

- Project performance.
- Budgets/reconciliation performance.
- Status report performance.
- The annual program review process.

***The element review scoring will be based on the following criteria:***

- Project eligibility (major emphasis on beverage container material types including the 20 ounce plastic "single-serve" beverage container).
- Statement of need, objectives, and methods.
- Evaluation methods.
- Productivity measures and productivity milestones.
- Corpsmembers' development.
- Budget review.
- Recycling infrastructure.

***The Corps past performance will be reviewed for all activities through the fiscal year.***

The past performance rating is the average of four scoring criteria (4 criteria x 5 possible points = 20 possible points divided by 4 criteria = 5 average). The total range of the past performance score is one through five. The element rating is the sum of seven scoring criteria (7 criteria x 5 possible points = 35 possible points). The total range of the element review score is one through thirty-five.

Attached for review is the methodology used to evaluate the past performance and the proposal elements, the Funder Reference Review Form, and the Element Score Sheet.



## **SCORING SYSTEM**

*The method to conduct a Grant Manager's Community Conservation Corps Performance Review is as follows:*

### ***Community Conservation Corps Performance, Operations***

Review the Corps' Element Authorizations. List each productivity measure and productivity milestone and compare the completion of the project, as detailed in the Element Authorization, with the information that was reported in the monthly Status Reports. Using the attached guide, score the performance for each Element. When completing the Corps Performance Review Form, comments must completely justify the score received. In reviewing the Status Reports, note any problems that have been reported which may have caused delays in implementing the tasks. Note any changes made or any new project components implemented to replace canceled components. The scoring system is as follows:

#### **Fail (0-1 point)**

Zero to one point is assigned when no activity has been initiated in the Element, no information has been reported, and no hours have been billed.

#### **Below Average (2 points)**

Two points are assigned to projects considered minimally initiated. For example:

1. No productivity measures and milestones met or only first quarter productivity measures and milestones have been met.
2. Minimal information has been provided in Status Reports. The Corps states that tasks are being implemented without providing greater detail on how the tasks are being implemented and what has been accomplished.

#### **Average (3 points)**

Three points are assigned for Elements which are being implemented satisfactorily. For example:

1. All tasks listed to begin by the third quarter have been initiated.
2. The majority of productivity measures and milestones listed through the third quarter have been met or the Corps have made reasonable efforts to meet those milestones.
3. All productivity measures and milestones listed through the third quarter are regularly evaluated and reported on through Status Reports.

#### **Above Average (4 points)**

Four points are assigned for Elements which are implemented in full. For example:

1. All tasks listed to begin by the third quarter have been initiated and are on schedule.
2. All productivity measures and milestones listed through the third quarter have been met.
3. All productivity measures and milestones listed through the third quarter are regularly evaluated and reported on through Status Reports.

#### **Exceptional (5 points)**

Five points are assigned for Elements which are implemented in full. For example:

1. All tasks listed to begin by the third quarter have been initiated and are on schedule.
2. All productivity measures and milestones listed through the third quarter have been exceeded.
3. All productivity measures and milestones listed through the third quarter are regularly evaluated and reported on through Status Reports.



## SCORING SYSTEM



### **Community Conservation Corps Performance, Budgets**

The Budgets/Reconciliation Performance Review is based on two things: 1) timeliness of budgets and reconciliation originally submitted, and 2) how many revisions were required. To determine the score of the first factor review whether the budget or reconciliation is submitted on time. If not, note how many calendar days late the budget or reconciliation was submitted. Total the number of days late for the original budget and first and second quarter reconciliations. Score this section based on the following scale:

**5 Points** - Zero days late

**4 Points** - One to 28 days late

**3 Points** - 29 to 60 days late

**2 Points** - 61 to 84 days late

**1 Points** - 85 to 112 days late

**0 Points** - Greater than 112 days late

To determine the score of the second factor review, identify any budgets or reconciliation not accepted due to errors. Any budget or reconciliation not accepted must be documented with a letter to the Corps detailing the errors and revisions required. Score this section based on the following scale:

**5 Points** - No revisions required

**4 Points** - One revision required

**3 Points** - Two or three revisions required

**2 Points** - Four or five revisions required

**1 Points** - Six or seven revisions required

**0 Points** - Greater than seven revisions required

### **Community Conservation Corps Performance, Monthly Status Reports**

The Status Report Performance Review is based on two things: (1) when Status Reports are originally submitted, and (2) how many revisions are required when the Status Report fails to justify the corpsmember hours billed. To determine the score of the first factor, review whether the Status Reports were submitted on time. If not submitted on time, note how many calendar days the Status Reports were late. Total the number of days late for all Status Reports. Score this section based on the following scale:

**5 Points** - Zero days late

**4 Points** - One to 54 days late

**3 Points** - 55 to 135 days late

**2 Points** - 136 to 189 days late

**1 Points** - 190 to 252 days late

**0 Points** - Greater than 252 days late



## SCORING SYSTEM

To determine the score of the second factor, review any Status Reports that were not accepted because the corpsmember hours billed were not fully justified. Any Status Report not accepted must be documented with a letter to the Corps detailing any information not provided in the Status Report. Score this section based on the following scale:

**5 Points** - No revisions required

**4 Points** - One revision required

**3 Points** - Two or three revisions required

**2 Points** - Four or five revisions required

**1 Points** - Six or seven revisions required

**0 Points** - Greater than seven revisions required

### **Community Conservation Corps Performance, Annual and Quarterly Program Site Reviews**

Program site reviews identify any discrepancies or concerns in the following areas:

- Organizational chart and duty statement review
- Evaluation of allocation schedule
- Audit Report
- Fixed asset schedule review
- Corpsmember hours review
- Board of Director's minutes review, and
- Program compliance review

Discrepancies or concerns noted during the annual and quarterly program site reviews will be used to develop the program site review rating. Discrepancies or concerns in the annual program site review which are later corrected or no longer reported as discrepancies or concerns will not be considered in the program site review rating. The rating for the program site review will be based on the following:

**5 Points** - No significant discrepancy or concern noted

**4 Points** - One significant discrepancy or concern noted

**3 Points** - Two significant discrepancies or concerns noted

**2 Points** - Three significant discrepancies or concerns noted

**1 Point** - Four or greater significant discrepancies or concerns noted

## SCORING SYSTEM



### **Community Conservation Corps Organization Pre-Audit Performance Review Scoring System for Corps Not Previously Funded Through Department of Conservation Corps Grant Funds (Conducted in Lieu of Annual and Quarterly Performance Reviews).**

Program site reviews will be conducted for each Corps not previously funded by the Department. The review used to evaluate the Corps performance in operations, budgets and to review monthly Status Reports. Staff will choose one of the references to test the Corps fiscal reporting schedule. The references must have funded the Corps within the last two years and required a regular reporting schedule. Evaluations from each reference will be averaged to determine a total score.

The past performance of a Corps not having received prior funding from the Department of Conservation will be evaluated as follows: A pre-audit by the Division, a reference from two entities which have funded the Corps within the past two years, (the references must evaluate the Corps' performance in operations, budgets, and monthly Status Reports), and a reference from the CCC (the reference must include the certification review report).

***Review and record your comments below:***

<b>CONSERVATION CORPS REFERENCE REVIEW</b>	<b>SCORE</b>
<b>OPERATIONS:</b> Evaluate the Community Conservation Corps' ability to conduct the work proposed and agreed to in a timely and effective manner.	
<b>NOTES:</b>	
<b>BUDGETS:</b> Evaluate the Community Conservation Corps' ability to effectively present a project budget and administer the budget effectively through the project term.	
<b>NOTES:</b>	
<b>STATUS REPORTS:</b> Evaluate the Community Conservation Corps' ability to report the status of their work in a thorough and timely manner.	
<b>NOTES:</b>	



### **Community Conservation Corps Element Review Scoring System**

The element review scoring system for Community Conservation Corps will be based on the following criteria: 1) project eligibility with major emphasis on carbonated beverage container material types including the 20 ounce plastic “single serve” beverage container; 2) statement of need, objectives, and methods; 3) evaluation methods; 4) productivity measure and productivity milestones; 5) corpsmember development; 6) budget review; and 7) recycling infrastructure. The scoring will also be based on the “element proposals” and the ratio of their budget to the Corps’ total budget as well as the ratio of their scores in comparison to all the Corps (see Table Two).

Each Corps will declare the economic value of the Element, through the budget for each Element. The evaluators will score the Elements based on the Element’s proportion to all Corps’ scores. This allows the evaluators to score the total proposal to a maximum of 100 points and designate, through the scoring, the value and relevance of the Element to the Department policy objectives. All scores will be weighted relative to the total scores. The Corps, through their budget plan, determine the allocation of competitive funds for each Element. Elements that are totally ineligible would be scored zero thus reducing a Corps’ competitive position in relation to other Corps. The Base Funding Allocation for ineligible Elements will be reallocated to the remaining Elements. The final allocation of newly awarded competitive funds and net base funds will be apportioned to the Elements based on the Corps’ original budget profile. Corps may also negotiate their final allocation with Division staff to determine the most effective allocation of the grant award to the Elements.

Each Element will be given points on a scale of 1-5, with the highest possible rating of 35. This scoring system will consist of the following:

#### **Fail (1 point)**

One point will be assigned when the element review criteria have not been addressed. For example:

1. The proposal provides a yes or no response to the element review criteria without providing supporting information or explanation.
2. The proposal states that general tasks will be accomplished but provides no details on how those tasks will be accomplished.

#### **Below Average (2 points)**

Two points will be assigned to elements which have minimally addressed all criteria. For example:

1. The proposal provides a yes or no response to the element review criteria without providing supporting information or explanation.
2. The proposal states that general tasks will be accomplished but provides only minimal detail on how those tasks will be accomplished.

#### **Average (3 points)**

Three points will be assigned to elements which satisfactorily addresses all criteria and describes specifically how the elements will be accomplished. For example:

1. The proposal provides a yes or no response to the element review criteria with some supporting information or explanation.
2. The proposal states that general tasks will be accomplished and satisfactorily describes those tasks and how they will be accomplished.

## SCORING SYSTEM



### **Above Average (4 points)**

Four points will be assigned to elements which specifically addresses all criteria and describes, in a thorough manner, how the elements will be accomplished. For example:

1. The proposal provides a yes or no response to the element review criteria and provides supporting information or explanation.
2. The proposal states that general tasks will be accomplished and thoroughly describes what those tasks are and addresses how they will be accomplished.

### **Exceptional (5 points)**

Five points will be assigned to elements which specifically addresses all criteria and describes specifically, in a superior manner, how the elements will be accomplished. For example:

1. The proposal provides a yes or no response to the element review criteria and provides supporting information or explanation in a superior manner.
2. The proposal states that general tasks will be accomplished and provides specific information describing how they will be accomplished.



## COMMUNITY CONSERVATION CORPS - ELEMENT REVIEW

Conservation Corps: \_\_\_\_\_

Element number and name: \_\_\_\_\_

*Evaluators are responsible for reviewing, commenting on, and scoring all the elements identified in each corps' proposal. Each project review criteria will be awarded points according to the evaluation criteria and provided a score.*

Project Review Criteria	Evaluation Criteria	Rating
1. Project Eligibility (Page 5)	Evaluate if the project(s) outlined in the element(s) are consistent with Department policy and demonstrate a major emphasis in recycling or litter abatement. Are all beverage container types involved? Provide comments on exact activities emphasizing recycling and litter abatement and their potential for achieving maximum recycling.	
<b>Reviewers Comments:</b>		
2. Statement of Need, Objectives, and Methods (Page 9, Section B.)	Evaluate if significant need exists and how well the objectives respond to the needs without duplicating or competing with existing recycling services. Evaluate and comment on the feasibility of the methods proposed and how they will lead to fulfillment of the objectives. Comment on how these projects can also address how the Corps does not duplicate or unfairly compete with existing recycling services.	
<b>Reviewers Comments:</b>		
3. Element Evaluation Methods (Page 10, Section C.)	Describe the evaluation method and comment on whether the method is adequate to measure success (e.g. facts, figures and observations). Comment on how the methods are detailed and how they relate to the objectives and needs.	
<b>Reviewers Comments:</b>		
4. Corpsmember Development (Page 9, Section D.)	Evaluate if the proposed element creates and measures corpsmember development. Briefly describe how the Corps creates and measures corpsmember development and how that development impacts their communities. (This should include information about GED, diplomas, grade advancement, language skills, competencies, etc.)	

*(Continued on next page)*

# COMMUNITY CONSERVATION CORPS - ELEMENT REVIEW *(Continued)*



Project Review	Evaluation Criteria Criteria	Rating
<b>Reviewers Comments:</b>		
5. Budget Review (Page 10, Section F. &Page 11 )	Evaluate the budget. Describe whether the budget is judicious. Does the proposal provide opportunities for the leveraging of non-Department funds to support the goals of the Department? How is that presented? Is the funding allocated specifically for project implementation (corpsmember hours, supervisor hours, equipment and operating expenses)? Is the budget mathematically correct? Is it consistent with Exhibits "D" and "E"?	
<b>Reviewers Comments:</b>		
6. a. Productivity Measure (Page 10, Section D) b. Productivity milestones (Page 10, Section E)	a. Evaluate and describe if the proposed element has a minimum of two productivity measures. Are they consistent with the needs of the community, corpsmember development, program design and DOR/DOC policy goals? b. Assess the Productivity Milestones. Do they suggest timely, reasonable and efficient timelines for implementing the elements? Do the milestones implicate significant progress toward implementation and compketion of the element?	
<b>Reviewers Comments:</b>		
7. Project Infrastructure (Page 8, Section C #3 & Page 13, #7)	Comment on how the proposed element(s) demonstrate program improvements and/or expansion of the local recycling infrastructure. Describe the Corps' involvement in the collection of beverage containers at large public or private venues, other public areas, residential communities or commercial properties.	
<b>Reviewers Comments:</b>		
<b>Total Element Review Rating</b>	The Total Element Review Rating is equal to the sum of the ratings for the seven criteria listed above. The highest possible rating is 35.	